



**Planning & Development
Department
SPECIAL USE PERMIT
APPLICATION SUBMITTAL CHECKLIST**



Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items and information listed in this checklist. This information is required by County Ordinance or Department Staff in order to adequately review the proposal. An application will only be accepted by the Planning Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Additional information, detail and/or copies may be required after review by the Technical Advisory Committee (TAC). **PLEASE BE ADVISED THAT COMPLIANCE WITH TAC/STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF A REQUEST OR FINAL APPROVAL OF THE REQUEST.**

1. PRE-APPLICATION MEETING FORM

2. APPLICATION:

- _____ a. Completed and signed application
- _____ b. Signed "Property Owner Authorization" form (if the applicant is not the owner)
- _____ c. Proof of ownership (deed, etc.) - 2 copies
- _____ d. List and mailing labels for the applicant, property owner, and other persons to keep informed of the project's status

3. SITE PLAN:

- _____ a. 8-1/2" x 11" paper copy of site plan - 1 copy
- _____ b. 24" x 36" (maximum size) **folded** copies of site plan - **20 copies**

Site Plan to include the following information:

- _____ 1. Project Name
- _____ 2. Date of plan and dates of any subsequent revisions
- _____ 3. Vicinity map with location of site
- _____ 4. Title block identifying Owner, Developer, Engineer and/or Applicant
- _____ 5. Site dimensions/boundaries
- _____ 6. North arrow and scale (written and graphic)
- _____ 7. Site summary table:
 - Gross acreage
 - Net acreage
 - Existing zoning and land use
 - Proposed land use
- _____ 8. Request (i.e. Special Use Permit for ____ (project name))
- _____ 9. Legal Description
- _____ 10. Street names, existing and proposed, along with right-of-way dimensions for all existing and proposed streets. Show proposed cross-sections.
- _____ 11. Access points with centerline dimensioned from property corner
- _____ 12. Dimensions of all driveway widths and distances between driveways
- _____ 13. Each use identified:
 - Dimensions of each structure
 - Dimensions between structures
 - Distances from property lines
 - Lot coverage
 - Building height and square footage
- _____ 14. Parking areas:
 - Dimensions and angles
 - Surfacing and/or paving material
 - Vehicle storage areas
 - Loading spaces or zones identified
 - Required & proposed parking spaces (including handicapped-accessible)

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- _____ 15. Adjacent property owners, uses, zoning and parcel numbers
- _____ 16. Name of school district the project is located within
- _____ 17. Existing and proposed contours
- _____ 18. Utility commitment table
- _____ 19. Location of all utilities (existing and proposed)
- _____ 20. Location, height and type of outdoor lighting. Note compliance with Section 2318 of the Zoning Ordinance in regard to outdoor lighting.
- _____ 21. Signs:
 - Location, size, height and type
 - Elevations of each sign
 - Source of illumination
 - Area and number allowed/area and number requested
- _____ 22. Location of all recorded/proposed easements
- _____ 23. Type of screening (i.e. walls and plantings)
- _____ 24. Location of landscaping and retention areas
- _____ 25. Typical landscaping section
- _____ 26. Show the location of all proposed and existing fire hydrants, water supply, storage and pressures.

4. NARRATIVE REPORT: (Brief explanation of the project. **20 copies** - 8-1/2" x 11" paper. Underlined wording indicates a section heading.)

- _____ a. Title Page - include project name, general location and vicinity map
- _____ b. Purpose of Request
- _____ c. Description of Proposal, including proposed use(s)
- _____ d. Relationship to Surrounding Properties (their use, zoning, etc.)
 - Explanation of how the proposed development will benefit the community or area
 - Discussion of recent changes in the area of your request that support the application request (i.e. adoption of city or town plans, subdivision approvals, surrounding development, etc.)
- _____ e. Location and Accessibility
- _____ f. Circulation System (on & off-site) - include proposed improvements or dedications
- _____ g. Development Schedule (phasing)
- _____ h. Community Facilities and Services (school district, parks, amenities, etc.)
- _____ i. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
- _____ j. Other information that will be helpful in evaluating the request
 - Architectural renderings and themes (descriptions)
 - Landscaping renderings and themes (descriptions)
 - Sign details and descriptions
 - Screening wall/fence details

5. CITIZEN PARTICIPATION PLAN: (**2 copies** - 8-1/2" x 11" paper. Underlined wording indicates a section heading.) (See Citizen Review Process Summary /Guidelines for details)

- _____ a. Title Page - include project name, general location and vicinity map
- _____ b. Parties Affected by Application - which property owners, interested parties, political jurisdictions and public agencies may be affected by the application
- _____ c. Notification and Information Procedures - how those interested in and potentially affected by an application will be notified the application has been made and the substance of the application
- _____ d. Response Procedures - how those interested in and potentially affected by an application will be provided an opportunity to express any concerns, issues or problems they may have with the proposal in advance of the public hearing.
- _____ e. Schedule for Completion
- _____ f. Status Procedure - how the applicant will keep the Planning and Zoning Department informed on the status of their citizen participation efforts

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6. NOTIFICATION REQUIREMENTS:

Provide the **names, addresses and Tax Assessor's Parcel Numbers**, on a list and on mailing labels, of all the owners of property within 300 feet of the boundary of your project (exclude right-of-way). Also submit an equal number of blank, stamped envelopes. Include a notarized 'Affidavit of Notification' (attached), signed by the applicant verifying that the labels represent the most current ownership information available through the Maricopa County Assessor's Office.

- _____ a. List of property owners (name, address and parcel number) within 300'
- _____ b. Mailing labels
- _____ c. Stamped Envelopes
- _____ d. Notarized 'Affidavit of Notification' (attached)

7. PHOTOGRAPHS:

Photographs are to be mounted on 8 1/2 x 11 sheets. Submit photographs of the site, taken on all four corners of the property and looking inward to the property (minimum of four photographs). Also submit photographs looking out from the property taken from all four sides (2 photographs from each side - 8 photographs minimum). Additional photographs are recommended for large sites. Please label each photograph with the view, direction and date.

A site plan or key map may also be used in conjunction with the photographs with notations showing what direction the photograph faces and where it is taken.

- _____ a. 4 photographs looking inward
- _____ b. 8 photographs looking outward

8. FEES:

- _____ a. Zoning Fee:
\$1,000 + \$100.00/acre* or portion thereof
Maximum fee: \$30,000.00

(*fee for a S.U.P. for use of a Mobile Home or single-wide Manufactured Home is \$225.00 + \$25.00/acre)
- _____ b. Flood Control District Review Fee: Contact Flood Control at (602) 506-1501/7149.
(The Flood Control review fee can be combined with the Zoning fee.)
- _____ c. Environmental Services Review Fee: Contact Barbara Rogers with Environmental Services at (602) 506-6675.
- _____ d. Department of Transportation Review Fee of \$250. Contact Gerald Toscano at (602) 506-8620 with any questions.

NOTE: Other non-County agencies, such as Rural Metro Fire Department, may also have review fees, please contact them at (602) 860-1225.

9. DRAINAGE REPORT: (please check with the Maricopa County Flood Control District to determine the type of report required).

- _____ 5 copies, plus 1 copy for each incorporated city/town within 3 miles of the project.

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10. TRAFFIC IMPACT STUDY: (please check with the Maricopa County Department of Transportation to determine the type of report required).

- _____ a. Category 1 - If the project generates 100-500 trips during peak hours, or if it generates 100 trips or less but has unique circumstances regarding issues such as traffic problems, adverse impacts, driveway spacing, etc.
- _____ b. Category 2 - 500-1,000 trips during peak hours
- _____ c. Category 3 - 1,000-1,500 trips during peak hours
- _____ d. Category 4 - 1,500 + trips during peak hours

11. OTHER INFORMATION: (as required by Staff and/or other Department or Agency)

- _____ Title report
- _____ Deed restrictions (C.C. & R.'s)
- _____ Parcel map(s) of site and area
- _____ Letters of support or commitment
- _____ Market study
- _____ Landscape Plans (including plant types, quantities, sizes, % coverage, ground-cover, etc.)
- _____ Building Elevations (including material, color and treatment descriptions, etc.)

MARICOPA COUNTY AGENCY CONTACTS:

Planning and Development:	Current Planning	602-506-1472
Transportation (Planning):	Gerald Toscano	602-506-8600
Transportation (Engineering):	Richard Wallace	602-506-8600
Environmental Services:	Barbara Rogers	602-506-6675
Flood Control:	David Boggs	602-506-1501
Flood Control (Review Fee information):	Bill Poppe	602-506-7149
Rural/Metro Fire Department	Chris Hancock	480-627-6227